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MISSION & GOAL STATEMENTS

→ **MISSION & GOAL STATEMENT** (LESS THAN 1 PAGE)

*This section shall describe the State's mission and goal of the State agency and program participants. This must include a CMV Crash Reduction Goal, including annual performance targets. The goal should be **compatible** with our National CMV Crash reduction goal of 1.65 fatal crashes per million vehicle miles traveled. Having a goal consistent with the national goal does not mean identical, however it must achieve the same intended purpose of reducing CMV crashes in a measurable and repeatable manner.*

EXECUTIVE SUMMARY

→ **EXECUTIVE SUMMARY (1 PAGE)**

This section shall describe in summary fashion, the program structure (agency participation and personnel trained/certified), CMV safety trends and performance (3-5 year analysis), current State CMV safety/security problems identified, current CMV safety program activity evaluation and performance assessment, and financial health of the program within the State.

PROGRAM DESCRIPTION

→ **PROGRAM DESCRIPTION (2-3 PAGES)**

This section shall describe in detail the State's program; including, CMV safety/security performance, analysis of program challenges/problems, evaluation or performance assessment of existing CMV safety/security strategies and activities, and the financial health of the MCSAP within the State.

CMV TRANSPORTATION SAFETY: CRASH REDUCTION

→ CMV TRANSPORTATION SAFETY OBJECTIVES (1-2 PAGES PER OBJECTIVE)

This section shall establish State-specific performance objectives for each of the CMV Safety initiatives identified – CMV Safety/Crash Problem, CMV Safety Data and CMV Safety Collaboration. Although it is recommended that each plan identify 1-3 specific items; at a minimum, the State shall address at least one state-specific issue or problem within each area – Safety Crash Reduction, Safety Improvement, CMV HM Safety, Passenger Safety, and Safety Data Quality.

- **CMV Safety Crash Reduction** - Describe the State's top CMV crash problem(s) to be address with the MCSAP grant. Specific and quantifiable performance objective(s) shall be established by the State to address each safety problem identified. The crash reduction effort must be focused on overall statewide fatal, injury and crash reduction, industry segments, regional/corridor or high crash locations/areas.

Problem Statement: *This statement should provide a narrative description of the CMV safety problem identified. The description must provide some quantifiable representation of the problem (i.e., number of crashes, percentage of crashes, or other data identifier).*

Performance Objective: *This statement should provide a description of the expected outcome/result that the State anticipates as a result of the strategies and activities deployed to address the problem (i.e., reduction in the number of crashes, reduction in the percentage of crashes, or other data identifier). Included with this statement must be a date or time of when the outcome is expected (i.e., by some future date or in a number of months/years).*

Performance Measure: *Describe what measurements will be used to evaluate performance.*

(First Strategy Section)

Program Strategy:

This statement should provide a narrative description of how the State intends to address their CMV safety problem identified. Note: A State may choose more than one strategy to address a particular CMV safety problem. Therefore, if more than one strategy is chosen, please ensure that the strategy, activity/plan, and performance measure sections remain sequenced within the document.

Program Activity/Plan:

This statement should provide a description of the activities to be deployed by the State to address the particular CMV safety problem. This should describe the activities to be performed; by location or assigned staff and the level of anticipated effort to generate a positive impact on the problem.

Program/Activity Measure:

This statement should describe how the program activity/plan will be measured; including the number of widgets to be performed, number of staff hours spent/patrolled, number of details completed/performed, or other measures of the particular activity(s).

Monitoring & Evaluation:

This statement should describe the methods by which the State will monitor and evaluate each respective activity/plan and strategy; this should include incremental benchmarks for a multi-year strategy.

(Next Strategy Section)

Program Strategy | Program Activity/Plan | Program/Activity Measure | Monitoring & Evaluation

CMV TRANSPORTATION SAFETY: SAFETY IMPROVEMENT

- **CMV Safety Improvement** - Describe the State's efforts planned to address specific CMV safety deficiencies, by improving safety compliance and performance (including: industry segments, cargo types, primary safety violations, driver behavior, etc.).

Problem Statement: *This statement should provide a narrative description of the CMV safety problem identified. The description must provide some quantifiable representation of the problem (i.e., number of crashes, percentage of crashes, or other data identifier).*

Performance Objective: *This statement should provide a description of the expected outcome/result that the State anticipates as a result of the strategies and activities deployed to address the problem (i.e., reduction in the number of crashes, reduction in the percentage of crashes, or other data identifier). Included with this statement must be a date or time of when the outcome is expected (i.e., by some future date or in a number of months/years).*

Performance Measure: *Describe what measurements will be used to evaluate performance.*

(First Strategy Section)

Program Strategy:

This statement should provide a narrative description of how the State intends to address their CMV safety problem identified. Note: A State may choose more than one strategy to address a particular CMV safety problem. Therefore, if more than one strategy is chosen, please ensure that the strategy, activity/plan, and performance measure sections remain sequenced within the document.

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This statement should provide a description of the activities to be deployed by the State to address the particular CMV safety problem. This should describe the activities to be performed; by location or assigned staff and the level of anticipated effort to generate a positive impact on the problem.

Program/Activity Measure:

This statement should describe how the program activity/plan will be measure; including the number of widgets to be performed, number of staff hours spent/patrolled, number of details completed/performed, or other measures of the particular activity(s).

Monitoring & Evaluation:

This statement should describe the methods by which the State will monitor and evaluate each respective activity/plan and strategy; this should include incremental benchmarks for a multi-year strategy.

(Next Strategy Section)

Program Strategy | Program Activity/Plan | Program/Activity Measure | Monitoring & Evaluation

- **CMV HM Transportation Safety** - Describe the State's efforts to address HM transportation safety and security vulnerabilities.

Problem Statement: *This statement should provide a narrative description of the CMV safety problem identified. The description must provide some quantifiable representation of the problem (i.e., number of crashes, percentage of crashes, or other data identifier).*

Performance Objective: *This statement should provide a description of the expected outcome/result that the State anticipates as a result of the strategies and activities deployed to address the problem (i.e., reduction in the number of crashes, reduction in the percentage of crashes, or other data identifier). Included with this statement must be a date or time of when the outcome is expected (i.e., by some future date or in a number of months/years).*

Performance Measure: *Describe what measurements will be used to evaluate performance.*

(First Strategy Section)

Program Strategy:

This statement should provide a narrative description of how the State intends to address their CMV safety problem identified. Note: A State may choose more than one strategy to address a particular CMV safety problem. Therefore, if more than one strategy is chosen, please ensure that the strategy, activity/plan, and performance measure sections remain sequenced within the document.

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Program/Activity Measure:

This statement should describe how the program activity/plan will be measure; including the number of widgets to be performed, number of staff hours spent/patrolled, number of details completed/performed, or other measures of the particular activity(s).

Monitoring & Evaluation:

This statement should describe the methods by which the State will monitor and evaluate each respective activity/plan and strategy; this should include incremental benchmarks for a multi-year strategy.

(Next Strategy Section)

Program Strategy | Program Activity/Plan | Program/Activity Measure | Monitoring & Evaluation

CMV TRANSPORTATION SAFETY: PASSENGER SAFETY IMPROVEMENT

- **Passenger Transportation Safety** - Describe the State's efforts to address passenger transportation safety.

Problem Statement: *This statement should provide a narrative description of the CMV safety problem identified. The description must provide some quantifiable representation of the problem (i.e., number of crashes, percentage of crashes, or other data identifier).*

Performance Objective: *This statement should provide a description of the expected outcome/result that the State anticipates as a result of the strategies and activities deployed to address the problem (i.e., reduction in the number of crashes, reduction in the percentage of crashes, or other data identifier). Included with this statement must be a date or time of when the outcome is expected (i.e., by some future date or in a number of months/years).*

Performance Measure: *Describe what measurements will be used to evaluate performance.*

(First Strategy Section)

Program Strategy:

This statement should provide a narrative description of how the State intends to address their CMV safety problem identified. Note: A State may choose more than one strategy to address a particular CMV safety problem. Therefore, if more than one strategy is chosen, please ensure that the strategy, activity/plan, and performance measure sections remain sequenced within the document.

Program Activity/Plan:

This statement should provide a description of the activities to be deployed by the State to address the particular CMV safety problem. This should describe the activities to be performed; by location or assigned staff and the level of anticipated effort to generate a positive impact on the problem.

Program/Activity Measure:

This statement should describe how the program activity/plan will be measure; including the number of widgets to be performed, number of staff hours spent/patrolled, number of details completed/performed, or other measures of the particular activity(s).

Monitoring & Evaluation:

This statement should describe the methods by which the State will monitor and evaluate each respective activity/plan and strategy; this should include incremental benchmarks for a multi-year strategy.

(Next Strategy Section)

Program Strategy | Program Activity/Plan | Program/Activity Measure | Monitoring & Evaluation

- **CMV Safety Data Quality** - Describe the State's efforts to advance comprehensive CMV safety data collection and reporting; including timeliness and quality, both completeness and accuracy.

Problem Statement: *This statement should provide a narrative description of the CMV safety problem identified. The description must provide some quantifiable representation of the problem (i.e., number of crashes, percentage of crashes, or other data identifier).*

Performance Objective: *This statement should provide a description of the expected outcome/result that the State anticipates as a result of the strategies and activities deployed to address the problem (i.e., reduction in the number of crashes, reduction in the percentage of crashes, or other data identifier). Included with this statement must be a date or time of when the outcome is expected (i.e., by some future date or in a number of months/years).*

Performance Measure: *Describe what measurements will be used to evaluate performance.*

(First Strategy Section)

Program Strategy:

This statement should provide a narrative description of how the State intends to address their CMV safety problem identified. Note: A State may choose more than one strategy to address a particular CMV safety problem. Therefore, if more than one strategy is chosen, please ensure that the strategy, activity/plan, and performance measure sections remain sequenced within the document.

Program Activity/Plan:

This statement should provide a description of the activities to be deployed by the State to address the particular CMV safety problem. This should describe the activities to be performed; by location or assigned staff and the level of anticipated effort to generate a positive impact on the problem.

Program/Activity Measure:

This statement should describe how the program activity/plan will be measure; including the number of widgets to be performed, number of staff hours spent/patrolled, number of details completed/performed, or other measures of the particular activity(s).

Monitoring & Evaluation:

This statement should describe the methods by which the State will monitor and evaluate each respective activity/plan and strategy; this should include incremental benchmarks for a multi-year strategy.

(Next Strategy Section)

Program Strategy | Program Activity/Plan | Program/Activity Measure | Monitoring & Evaluation

→ **NATIONAL PROGRAM EMPHASIS AREAS**

Describe the State's efforts related to implementation and delivery of national CMV safety emphasis program and activities.

Issue: *Identify the national emphasis activity not otherwise address within the CVSP.*

State Impact: *Describe the impact or exposure within the State to the specific activity.*

Performance Measure: *Describe what measurements will be used to evaluate performance..*

1. Strategy:

Describe how the State intends to address and/or implement this national emphasis issue or why the State has chosen not to implement a particular emphasis issue. (Note: A State may choose more than one action related to a national emphasis issue. Therefore, if more than one action is chosen, please ensure that the action follows the structure outlined).

Location:

Identify where in the CVSP this emphasis area is being addressed.

(Next Area) *Strategy | Location*

NATIONAL CMV PROGRAM ACTIVITY: DRIVER/VEHICLE INSPECTIONS

→ **DRIVER/VEHICLE INSPECTION**

Describe the State's implementation of a statewide CMV driver/vehicle inspection program, including inspection goals, program quality improvements and overall performance measurements.

Objective: *This statement should provide a description of the expected outcome/result that the State anticipates with implementation and delivery of the National Driver/Vehicle Inspection program element (i.e., reduction in the number/percentage of crashes statewide, or program performance improvement measurements – quality, efficiency, expanded participation or increase production, etc.). This element should be evaluated on an annual basis.*

Performance Measure: *Intrastate motor-carrier-involved fatality crashes.
Intrastate motor-carrier-involved fatality crash rate.*

1. Strategy:

Describe what the State intends to accomplish with the performance of activities under this activity statement. This should have a clear focus with a desired outcome of the actions implemented. It is recommended that the State consider the following action areas – efficiency, productivity, quality and uniformity within their overall State effort.

Activity:

Describe what activities the State will conduct – training, strike-force details, technology integration, etc.

Measure:

Describe how the activities will be measured to monitor and assess performance - # trained, # conducted, % performed, # of staff/patrol hours, # of details conducted, or other measures of the particular activity(s).

Performance Target:

Summarize the projected number of activities to be performed.

(Next Action Section) *Strategy | Activity | Measure | Performance Target*

DRIVER/VEHICLE INSPECTION OUTPUT PERFORMANCE TARGET

Inspection Level	Truck	HM Truck	Motor Coach	9-15 Passenger	Total
<i>Level 1</i>	<i>00,000</i>	<i>00,000</i>	<i>00,000</i>	<i>00,000</i>	<i>000,000</i>
<i>Level 2</i>	<i>00,000</i>	<i>00,000</i>	<i>00,000</i>	<i>00,000</i>	<i>000,000</i>
<i>Level 3</i>	<i>00,000</i>	<i>00,000</i>	<i>00,000</i>	<i>00,000</i>	<i>000,000</i>
<i>Level 4</i>	<i>00,000</i>	<i>00,000</i>	<i>00,000</i>	<i>00,000</i>	<i>000,000</i>
<i>Level 5</i>	<i>00,000</i>	<i>00,00</i>	<i>00,000</i>	<i>00,000</i>	<i>000,000</i>
<i>Level 6</i>	<i>00,000</i>	<i>00,000</i>	<i>00,000</i>	<i>00,000</i>	<i>000,000</i>
Total	000,000	000,000	000,000	000,000	000,000

NATIONAL CMV PROGRAM ACTIVITY: TRAFFIC ENFORCEMENT CMV

→ **TRAFFIC ENFORCEMENT WITH INSPECTION**

Describe the State's implementation of a statewide CMV traffic enforcement program effort in conjunction with an appropriate level inspection; including inspection traffic enforcement goals, program quality improvement and overall performance measurements.

Objective: *This statement should provide a description of the expected outcome/result that the State anticipates with implementation and delivery of the National Traffic Enforcement program element (i.e., reduction in the number of crashes statewide, reduction in the percentage of crashes statewide, or program performance improvement measurements – quality, efficiency, expanded participation or increase production, etc.). This element should be evaluated on an annual basis.*

Performance Measure: *Intrastate motor-carrier-involved fatality crashes.
Intrastate motor-carrier-involved fatality crash rate.*

1. Strategy:

Describe what the State intends to accomplish with the performance of activities under this activity statement. This should have a clear focus with a desired outcome of the actions implemented. It is recommended that the State consider the following action areas – efficiency, productivity, quality and uniformity within their overall State effort.

Activity:

Describe what activities the State will conduct – training, strike-force details, technology integration, etc.

Measure:

Describe how the activities will be measured to monitor and assess performance - # trained, # conducted, % performed, # of staff/patrol hours, # of details conducted, or other measures of the particular activity(s).

Performance Target:

Summarize the projected number of activities to be performed.

(Next Action Section) *Strategy | Activity | Measure | Performance Target*

Year	Violation Section 49 CFR 392 – Trend Analysis (Not Quota)											
	.2S	.2F	.2LC									
2004												
2003												
2002												
2001												

→ **TRAFFIC ENFORCEMENT WITHOUT INSPECTION**

Describe the State's implementation of a statewide CMV traffic enforcement program effort without an accompanying inspection; including inspection traffic enforcement goals, program quality improvement and overall performance measurements.

Objective: *This statement should provide a description of the expected outcome/result that State anticipates with implementation and delivery of the National Traffic Enforcement program element (i.e., reduction in the number of crashes statewide, reduction in the percentage of crashes statewide, or program performance improvement measurements – quality, efficiency, expanded participation or increase production, etc.). This element should be evaluated on an annual basis.*

Performance Measure: *Intrastate motor-carrier-involved fatality crashes.
Intrastate motor-carrier-involved fatality crash rate.*

1. Strategy:

Describe what the State intends to accomplish with the performance of activities under this activity statement. This should have a clear focus with a desired outcome of the actions implemented. It is recommended that the State consider the following action areas – efficiency, productivity, quality and uniformity within their overall State effort.

Activity:

Describe what activities the State will conduct – training, strike-force details, technology integration, etc.

Measure:

Describe how the activities will be measured to monitor and assess performance - # trained, # conducted, % performed, # of staff/patrol hours, # of details conducted, or other measures of the particular activity(s).

Performance Target:

Summarize the projected number of activities to be performed.

(Next Action Section) *Strategy | Activity | Measure | Performance Target*

Year	Violation Section 49 CFR 392 – Trend Analysis (Not Quota)											
	.2S	.2F	.2LC									
2004												
2003												
2002												
2001												

→ **COMPLIANCE & ENFORCEMENT**

Describe the State's implementation of a statewide review program on both interstate and intrastate high risk motor carriers; including compliance review and enforcement goals, program quality improvement and overall performance measurements.

Objective: *This statement should provide a description of the expected outcome/result that the State anticipates with implementation and delivery of the National Compliance Review program element (i.e., reduction in the number of crashes statewide, reduction in the percentage of crashes statewide, or program performance improvement measurements – quality, efficiency, expanded participation or increase production, etc.). This element should be evaluated on an annual basis.*

Performance Measure: *Intrastate motor-carrier-involved fatality crashes.
Intrastate motor-carrier-involved fatality crash rate.*

1. Strategy:

Describe what the State intends to accomplish with the performance of activities under this activity statement. This should have a clear focus with a desired outcome of the actions implemented. It is recommended that the State consider the following action areas – efficiency, productivity, quality and uniformity within their overall State effort.

Activity:

Describe what activities the State will conduct – training, strike-force details, technology integration, etc.

Measure:

Describe how the activities will be measured to monitor and assess performance - # trained, # conducted, % performed, # of staff/patrol hours, # of details conducted, or other measures of the particular activity(s).

Performance Target:

Summarize the projected number of activities to be performed.

(Next Action Section) Strategy | Activity | Measure | Performance Target

COMPLIANCE REVIEW ACTIVITY PROJECTIONS					
Type of Operation	Motor Carrier Property	Motor Carrier Passenger	Motor Carrier HM	HM Shipper	TOTAL
<i>Interstate</i>					
<i>Intrastate</i>					
Total Reviews					

NATIONAL CMV PROGRAM ACTIVITIES: EDUCATION & OUTREACH

→ EDUCATION & OUTREACH

Describe the State's implementation efforts related to CMV safety, hazardous materials transportation, and share the road safely campaign initiatives; including outreach goals, program quality improvement and overall performance measurements.

Objective: *This statement should provide a description of the expected outcome/result that the State anticipates with implementation and delivery of the National Education & Outreach program element (i.e., reduction in the number of crashes statewide, reduction in the percentage of crashes statewide, or program performance improvement measurements – quality, efficiency, expanded participation or increase production, etc.). This element should be evaluated on an annual basis.*

Performance Measure: *Intrastate motor-carrier-involved fatality crashes.*
 Intrastate motor-carrier-involved fatality crash rate.

I. Strategy:

Describe what the State intends to accomplish with the performance of activities under this activity statement. This should have a clear focus with a desired outcome of the actions implemented. It is recommended that the State consider the following action areas – efficiency, productivity, quality and uniformity within their overall State effort.

Activity:

Describe what activities the State will conduct – training, strike-force details, technology integration, etc.

Measure:

Describe how the activities will be measured to monitor and assess performance - # trained, # conducted, % performed, # of staff/patrol hours, # of details conducted, or other measures of the particular activity(s).

Performance Target:

Summarize the projected number of activities to be performed.

(Next Action Section)

Strategy | Activity | Measure | Performance Target

→ **FINANCIAL MANAGEMENT**

This section shall establish State's overall financial management related to their CMV safety program activities. The focus shall be on the alignment of resources with program strategies and activities.

- **Financial Summary** – Describe the State's financial status regarding CMV safety programs; including funding sources for MCSAP grant fund maintenance of effort (MOE) requirements, matching (20%) requirements, ability to receive federal funds (i.e., state appropriations), and the State's current status of MCSAP grant expenditures. This should include a trend analysis of the past 3 year's grant fund expenditures – obligated versus expended.
- **Budget Summary** – This section shall provide an overview of the State's MCSAP program activity areas estimated expenditures.
- **Budget Description (Line Item)** – Describe in detail the State's planned expenditures for the grant program; including but not limited to personnel, uniforms, supplies, equipment, indirect costs, travel, training, etc. The CVSP must include a line item budget for both basic grant and incentive grant funds.
- **Equipment Description** – This section shall describe all CVSP budgeted equipment to the extent necessary for the FMCSA Division Administrator grant purchase approval. At a minimum this section shall describe the following: how the item will be used to promote CMV safety, the number of items to be purchased, who will be issued the item, how the item will be used and pro-rated if not dedicated to MCSAP (CMV safety).
- **MOE Calculation Verification Report** – This section shall describe the State's MOE calculation, including a copy of its verification report on how the State calculated their certified MOE financial obligation.

→ **GRANT & CERTIFICATIONS DOCUMENTS**

This section shall contain the State's mandatory certifications and assurances as required by the MCSAP Grant Program.

- *MCSAP-1 Grant Application* – Executed by the authorized State official.
- *State Certification* – Executed by the authorized State official providing program assurances as prescribed in Title 49 CFR 350.
- *Regulatory Compatibility Review* – Executed by the authorized State official attesting to the State's regulatory compatibility per 49 CFR 355.
- *Signature Authority Designation* – Identification of the State officials authorized to execute, as a signatory FMCSA MCSAP grant documents and forms.

→ **PROGRAM CONTACTS**

Identification of appropriate State program contacts within the MCSAP programs.

→ **DATA ANALYSIS & TRENDS**

This section shall provide summary data analysis used in preparing their CVSP, including CMV crash statistics, data quality assessments and other pertinent CMV safety data.

ATTACHMENTS

❖ **STATE TRAINING PLAN**

This section shall describe the State's CMV safety training plan for staff during the grant period, both NTC-authorized and state-mandatory training programs supported by the MCSAP grant program.

❖ **NEW ENTRANT PROGRAM**

This attachment to the CVSP shall propose the State's New Entrant Safety Assurance Program plan, including line item budget.

❖ **HIGH PRIORITY GRANT PROPOSAL**

This section of the CVSP shall propose any State high-priority grant proposals, including line item budget.